

OVERVIEW OF BUDGET

DEPARTMENT: FLEET MANAGEMENT
DIRECTOR: ROGER WEAVER

	2002-03			
	Operating Expense	Revenue	Revenue Over/(under)	Staffing
Garage/Warehouse	12,996,138	13,260,000	263,862	103.3
Motor Pool	8,650,585	10,992,000	2,341,415	8.1
TOTAL	21,646,723	24,252,000	2,605,277	111.4

BUDGET UNIT: GARAGE/WAREHOUSE (ICB VHS)

I. GENERAL PROGRAM STATEMENT

Fleet Management's Garage/Warehouse Division provides fuel, maintenance, repair, fabrication and field services for the county's fleet of vehicles and heavy equipment. This includes the warehousing of automotive parts and related road materials to support the fleet operations. Activities and programs of the Garage/Warehouse Division are financed and accounted for as an internal service fund by which all operational costs are distributed to user departments through service rates.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Estimated 2001-02	Budget 2002-03
Total Operating Expense	13,272,699	12,926,926	12,250,779	12,996,138
Total Revenue	12,902,995	12,933,425	12,265,401	13,260,000
Revenue over/(under) Expense	(369,704)	6,499	14,622	263,862
Fixed Assets	79,110	-	79,110	324,300
Budgeted Staffing		98.0		103.3
<u>Workload Indicators</u>				
Number of work orders	19,580	19,511	20,476	20,700
Number of billable shop hours	97,900	97,555	97,261	99,200
Warehouse sales	1,293,602	1,432,376	1,435,303	1,464,000
Parts sales	2,798,013	2,896,339	2,993,352	3,038,000
Fuel gallons dispensed	2,979,686	2,992,897	2,831,035	2,888,000

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

The department is requesting six new positions as part of a departmental reorganization.

- 1.0 Equipment Parts Specialist. The department now operates two shops with two shifts; the Automotive Shop and the Heavy Equipment Shop. This position will assure adequate coverage so that parts can be ordered at either shop during either shift. The department is currently paying up to 10 hours of overtime per week because of a lack of coverage. The cost of this position will be offset by the elimination of overtime cost.
- 1.0 Motor Fleet Maintenance Superintendent. This position and the incumbent Motor Fleet Maintenance Superintendent position will report to the new Operations Manager. The current level of responsibility for the incumbent has become too large to maintain effectiveness. There will be additional responsibilities (i.e.

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warehouse functions) transferred from the Motor Pool (IBA VHS) to these two positions to correctly align duties from a fiscal perspective.

- 1.0 Motor Fleet Mechanic I. This position, which will be added in the Weld Shop, will capture work that is being performed by outside vendors. The cost of the position is reimbursable and will be further offset by cost savings.
- 1.0 Motor Fleet Shop Supervisor. This position will supervise the four service centers. These are remote operations that are currently being managed by “Lead Technicians.” The current approach is not effective. The technicians lack the skills, competencies, and general supervisory knowledge required to effectively perform those duties. The only duties of this position will be to supervise and manage the four remote service centers in concert and alignment with the Department’s goals and objectives.
- 1.0 Operations Manager. This position will be responsible for oversight and management of the garage function, which includes 90 employees, annual operating expenditures of approximately \$12.6 million, ten repair/fabrications shops, and four satellite service centers.
- 1.0 Staff Analyst II. This position will be responsible for identifying informational needs of the department, ensuring that data is collected timely and accurately, analyzing data and presenting recommendations to department management. Without this position, critical functions such as planning, evaluating opportunities for expansion, maximizing revenue, ensuring effective asset utilization, and evaluating customer service are not all being completed. This position is also crucial for the provision of backup support for the new Fleet Management Cost Accounting System.

PROGRAM CHANGES

None

OTHER CHANGES

None

IV. POLICY ITEMS

None

V. FEE CHANGES

None

GROUP: Internal Services
 DEPARTMENT: Fleet Management
 FUND: Internal Services ICB VHS

FUNCTION: General
 ACTIVITY: Central Garage

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2002-03 Proposed Budget	H Policy Items
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments				
Appropriations								
Salaries and Benefits	5,044,792	4,835,499	204,547	-	5,040,046	367,610	5,407,656	-
Services and Supplies	6,916,487	7,766,427	(529,353)	-	7,237,074	-	7,237,074	-
Central Computer	39,500	75,000	(32,982)	-	42,018	-	42,018	-
Transfers	-	-	59,390	-	59,390	-	59,390	-
Total Exp Authority	12,000,779	12,676,926	(298,398)	-	12,378,528	367,610	12,746,138	-
Depreciation	250,000	250,000	-	-	250,000	-	250,000	-
Total Operating Expense	12,250,779	12,926,926	(298,398)	-	12,628,528	367,610	12,996,138	-
Revenue								
Use of Money & Prop	40,000	40,000	-	-	40,000	-	40,000	-
Current Services	12,225,401	12,893,425	326,575	-	13,220,000	-	13,220,000	-
Total Revenue	12,265,401	12,933,425	326,575	-	13,260,000	-	13,260,000	-
Revenue Over(Under) Exp	14,622	6,499	624,973	-	631,472	(367,610)	263,862	-
Fixed Asset Exp								
Equipment	79,110	-	316,300	-	316,300	-	316,300	-
Vehicles	-	-	8,000	-	8,000	-	8,000	-
Total Fixed Assets	79,110	-	324,300	-	324,300	-	324,300	-
Budgeted Staffing		98.0	(0.7)	-	97.3	6.0	103.3	-

Base Year Adjustments

Salaries and Benefits	204,547	MOU and retirement increases, which are offset by a decrease of 0.2 Clerk II and 0.5 PSE
Services and Supplies	(529,353)	Inflation, Risk Management liabilities and EHAP, which are offset by operating efficiencies that will result in a reduction of the purchase of parts
2410 Central Computer	(32,982)	
Transfers	59,390	Rent for Bastow Facility
Total Operating Expense	<u>(298,398)</u>	
Total Revenue	<u>326,575</u>	Adjustment For anticipated revenue increases
Revenue Over(Under) Exp	<u>624,973</u>	
Fixed Assets	316,300	Air hoist, Tire machines, Forklift, Service truck crane, and miscellaneous tool and equipment

Recommended Program Funded Adjustments

Salaries and Benefits	367,610	Staffing Adjustments
Total Exp Authority	<u>367,610</u>	
Total Operating Expense	<u>367,610</u>	
Revenue Over (under) Exp	<u>(367,610)</u>	

Staffing Changes

Classification	Authorized Position Changes	Budgeted FTE Changes	Program/Reason	Request Type	Temporary/ Ongoing
Clerk II		(0.20)		Workload	Ongoing
Equipment Parts Specialist	1	1.00	Auto Shop and Heavy Equipment Shop	Workload	Ongoing
Motor Fleet Maint Supt	1	1.00	Warehouse	Workload	Ongoing
Motor Fleet Mechanic I	1	1.00	Weld Shop	Workload	Ongoing
Motor Fleet Shop Supervisor	1	1.00	Service Center supervisor for 29 Palms, Barstow, Needles and Rancho Cucamonga	Workload	Ongoing
Operations Manager	1	1.00	Garage	Workload	Ongoing
Public Service Employee	-	(0.50)		Workload	Ongoing
Staff Analyst II	1	1.00	Business Office	Workload	Ongoing
Total:	6	5.30			